

St Peter and St Paul Parish Church Pickering
PARISH HALL Hallgarth
BOOKING PROFORMA

From:.....

.....

Tel:

E Mail:.....

Date:.....

1. I/We would like to hire the Parish Hall on: Day () Date ()
(.....Hours) to (.....Hours) to include any set-up or preparation time
you need) We require use of *Main room/*back room/*kitchen – and understand
there is a cost for each.
2. I/We fully understand and agree to abide by the conditions of use as listed here and
confirm that I/we have public liability insurance cover for our hire and confirm that where
applicable for the hire I/we have a child protection policy and where applicable I/we use the
Criminal Records Bureau Disclosure Service:
3. Pickering Parish Hall – Conditions of use/hire. The following is to be adhered to by
all Parish Hall Users:
 - a. Rent due from continuous bookings is to be paid monthly whether or not the hall
has been used, unless notification is given to the bookings secretary at least
fourteen days previously.
 - b. Occasional bookings must be paid for at least fourteen days prior to the date of
the hire with a £10 deposit paid upon confirmation of the booking.
 - c. **Hours of hire. The hall is only available for hire from 8:00am to 10:00pm**
 - d. **Cancellation**
 - **Cancel 21 days before event lose deposit**
 - **Cancel 7 days before event pay full amount**
 - e. The pre and post activity for use is to be included in the hours of usage.
 - f. Any equipment left at any location by the Parish Hall Committee must be left in
that location. If it is removed or moved for the duration of the hire **it must be
returned afterwards to its original position.**
 - g. **Kitchen use is defined as the preparation and cooking of food including the
making of sandwiches and rolls.**
 - h. **Health and Safety:**
 - No obstruction is to be placed in the playground between the churchyard
gate and the back door, as the entrance is in regular use.
 - No buildings or structures are to be erected without the permission of the
Parish Hall Committee.

- No objects are to be fixed to the outside walls of the adjoining cottage property
- Stacking chairs are to be placed inter-locked back on their trolleys after use:
- Corridors are to be kept clear of obstructions and are not to be used for storage.
- The cooker is to be switched off at the isolation switch after use.
- The Hot Water is hot being delivered direct from the boiler – TEST TEMPRATURE before use.
- All surfaces and tops **must** be left clear.
- Hygiene:
 - i. The right hand sink is the food preparation sink.
 - ii. All kitchen surfaces and sinks are to be cleaned after use
 - iii. The cooker is to be cleaned after use
 - iv. All cutlery and crockery are to be cleaned after use
 - v. No food products are to be stored in the hall
 - vi. **(Waste)** - All waste is to be placed in the wheelie bin outside the backdoor; any items that will not go in to the wheelie bin must be taken away.
 - vii. Cleanliness: The premises **are** to be left in a clean and tidy condition for the next hirer, including:
 - 1. Sweeping the floor (s)
 - 2. Wiping down tables and any work surfaces/tops that have been used.
 - 3. Cleanliness of toilet facilities
- i. **Heating.** The hall is gas heated on a central timer.
- j. **Hirer Activity Security** - Equipment left in the premises by a hirer, must only be kept in the areas designated by the Parish Hall Committee. Permission must be sought from the Hall Management Committee (see contacts list) if any items are to be introduced which cannot be stored in this area. The church accepts no responsibility for loss or damage to items left in the hall.
- k. Insurance.
 - Public liability insurance - The public liability (third party) insurance under the Church's Parish Guard policy provides an indemnity to the PCC as property owners if held legally liable for accidental bodily injury to members of the public, or accidental damage to their property while the premises are being hired.

Note: *This insurance, however, doesn't extend to indemnify any outside groups hiring the premises.*
 - The hirer is to confirm on the application form that they have public liability cover for their activities while the church premises are being hired.

Note. *Most organisations that operate on a regular basis are likely to have insurance cover and any individuals hiring the premises for a private function should check with their household insurers to ensure that the public liability cover would extend to include the organising of such an event.*

- l. Child protection.** The hiring of church premises to children's groups is a common scenario for many churches. We do, however, consider it good practice for the PCC to obtain written confirmation from any such group that it has a child protection policy and that it uses the Criminal Records Bureau Disclosure Service.
- m. Security** - Users are to ensure that all lights and electrical sockets are switched off, windows closed, and outside doors are locked. Ensure that **internal** doors are **unbolted**. Please carry out these security checks whether or not there is a later occupant.
- n. Fabric protection.** Notice and poster boards are to be used for display use. The pinning or sticking items to windows, walls and doors is prohibited.
- o. Charges of hire.** The following is the April 2018 to March 2020 hire charges:
 - Function Room per hour £ 12.00p
 - Meeting Room per hour £ 9.00p
 - **Kitchen (3 hour use)** **£ 18.00p**
 - *3 hour party use* £ 42.50p
 - *Music: The hall has a music licence of which some of the cost is to be passed onto users at £ 1.00p per music use*

3. Signed..... Date.....
Name:.....(printed)

Please send this Proforma to:

Pickeringparish_hall@yahoo.co.uk or post to 14 Northway, Pickering, YO188NN

Telephone: 01751 477808. Return calls will not be made to a mobile number

4. This is to confirm that your request to hire the Parish Hall has been accepted and that the charge for the use requested is: £.....

The key code on the day of use will be sent via text.

Or

The Parish Hall will be opened by.....

5. Please ensure your payment is made 7 days before use. Cheques made payable to: Pickering Parish Hall

Signed..... Bookings Secretary. Date.....